



City of Northampton, Massachusetts
Human Resources Department

**POLICY & PROCEDURE
NUMBER 200-4**

Effective Date: 1/02

EMERGENCY EVACUATION PLAN

POLICY:

This policy outlines the City's evacuation plan for City Hall, Memorial Hall and the Municipal Building. It is the responsibility of every employee to follow this plan for their own safety and the safety of their co-workers, the public and public safety employees. Employees should take a few moments to familiarize themselves with the evacuation routes for each of the buildings. Evacuation routes are posted near all first floor exits.

PROCEDURE:

How To Report an Emergency: If you discover a fire or suspect a fire, you should activate the alarm and immediately report the situation to central dispatch. If you have a medical emergency you should call central dispatch immediately. If you are calling from a city phone dial 9-911, if you are using an outside or cell phone dial 911. Be prepared to give your name and the exact location of the fire or the nature of the emergency. Alert others in the vicinity and follow the instructions of emergency dispatch personnel. The person who report the emergency to dispatch must meet the first responders on the scene to discuss the emergency specifics. If this is not possible, another city employee should be designated to meet emergency personnel.

How To Respond to a Fire Alarm if you are in City Hall, the Municipal Building or Memorial Hall: All employees should proceed immediately out of the building using the Primary Evacuation route. If this route is blocked or is involved in the fire, proceed out of the building via the secondary evacuation route. City employees should assist members of the general public during the evacuation. Department heads should assure that everyone has evacuated their department and close their door. Once outside the building the public should be verbally directed not to enter the building. Department heads need to account for their employees and report to the Fire Department Incident Commander.

Re-Entering the Building:

No one may reenter a building that has been evacuated until instructed by the incident commander (Senior Fire Officer).

Approved:


Mary Clare Higgins
Mayor

Revision History:


Donald R. Teres
Human Resources Director